

ADMINISTRATIVE - INTERNAL USE ONLY

7 November 1983

MEMORANDUM FOR: Executive Officer
Office of Personnel

FROM:

[REDACTED]
C/HRPS

SUBJECT: Weekly Activities Report

1. HRPS representatives met with [REDACTED] (OC/PERS) to discuss support the staff can provide in estimating OC's manpower requirements. At her request, a modified FTE projection report has been designed which will track and project COMMO's gains and losses by subcategory. If this report proves useful, it will be updated monthly for OC.

2. HRPS has completed a study of the Agency's attrition experience in selected technical occupations for [REDACTED] (OP/PMCD). The study revealed that contrary to the typical Agency employee, who generally leaves the Agency for reason of retirement, most of the separations from the technical occupations were because of job-related factors (by a margin more than twice that of the Agency norm). The only group in the study which follows the Agency pattern of separating primarily for retirement is composed of engineers.

3. HRPS representatives met with DDA/CMO [REDACTED] concerning recent requests he has made for studies related to DDA manpower planning. One of the items discussed and agreed to in the meeting, was for HRPS to begin an analysis of the age distribution of senior-level DDA employees to provide support for DDA succession planning efforts.

4. C/HRPS arranged for a special in-house tutorial in DYNAMO Systems Dynamics language. DYNAMO is a user-oriented non-statistical package which should serve as a useful tool to the current and future dynamic modeling efforts of the staff. This training has not been offered by OTE recently and is not planned in the near future because of a lack of qualified personnel.

[REDACTED]

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